

Idaho Legislative Audits
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Idaho Commission on Hispanic Affairs

Management Report on Internal Control

Issued: April 4, 2005

Fiscal Year: 2001, 2002, 2003, and 2004



EXECUTIVE SUMMARY LEGISLATIVE AUDITS

IDAHO COMMISSION ON HISPANIC AFFAIRS

PURPOSE AND SCOPE. In planning and making our audit of the statewide basic financial statements, we performed certain audit procedures to evaluate the effectiveness of the Idaho Commission on Hispanic Affairs' internal control design and operation. Consequently, the limited scope of our procedures does not allow us to give an opinion on the Commission's internal control system. Accordingly, we do not express an opinion or ensure that all instances of internal control weaknesses were disclosed.

Our purpose was to indicate where internal controls could be strengthened to help ensure accurate financial statements and data. This evaluation, together with other evaluations and various audit procedures applied at other agencies, allows us to express an opinion on the statewide basic financial statements prepared by the State Controller's Office.

CONCLUSION. We noted no matters involving the internal control over the Commission's financial reporting or its operation that we considered to be material weaknesses. However, our consideration of internal controls would not necessarily disclose all matters considered to be a material weakness.

FINDINGS AND RECOMMENDATIONS. There were no findings and recommendations in this report, nor in the prior report.

AGENCY RESPONSE. The Commission reviewed the report and is in general agreement with its contents.

FINANCIAL SUMMARY. A little more than half of all the Commission's expenditures are personnel costs. The Commission uses three funds: General Fund 0001 is used to pay the executive director, office specialist, and general expenses; Federal Fund 0348 is used primarily to account for a grant originating from the Department of Health and Welfare that provides money for drug and alcohol education; and Miscellaneous Revenue Fund 0349 is used for miscellaneous receipts, donations, and non-federal grants that fund a cultural program and a program to benefit at-risk Hispanic students. Although an opinion is not given on the financial data presented in this report, one is given on all State funds in the statewide *Comprehensive Annual Financial Report* that includes the financial data presented here. A summary of the Idaho Commission on Hispanic Affairs' cash-basis financial activity for fiscal years 2002, 2003, and 2004 follows.

	General Fund 0001	Federal Fund 0348	Miscellaneous Revenue Fund 0349	Total
<u>Fiscal Year 2002</u>				
Beginning Fund Balance	\$0	\$309	\$4,005	\$4,314
Appropriation	116,900	0	0	116,900
Transfers-In	0	1,012	0	1,012
Receipts	0	203,000	88,109	291,109
Total Funds Available	\$116,900	\$204,321	\$92,114	\$413,335
Personnel Costs	\$87,332	105,487	47,390	\$240,209
Operating Expenses	22,444	87,619	37,913	147,976
Capital Outlay	4,710	0	0	4,710
Transfers-Out	0	1,012	0	1,012
Total Funds Disbursed	\$114,486	\$194,118	\$85,303	\$393,907
Ending Free Fund Balance/Reversion	\$2,414	\$10,203	\$6,811	\$19,428

<u>Fiscal Year 2003</u>				
Beginning Fund Balance	\$0	\$10,203	\$6,811	\$17,014
Appropriations	105,800	0	0	105,800
Transfers-In	0	1,520	1,929	3,449
Receipts	0	114,683	86,009	200,692
Total Funds Available	\$105,800	\$126,406	\$94,749	\$326,955
Personnel Costs	\$66,669	\$48,800	\$47,901	\$163,370
Operating Expenses	29,382	74,714	38,798	142,894
Transfers-Out	0	1,520	1,929	3,449
Total Funds Disbursed	\$96,051	\$125,034	\$88,628	\$309,713
Ending Free Fund Balance/Reversion	\$9,749	\$1,372	\$6,121	\$17,242

<u>Fiscal Year 2004</u>				
Beginning Fund Balance	\$0	\$1,372	\$6,121	\$7,493
Appropriations	102,100	0	0	102,100
Receipts	0	68,236	91,550	159,786
Total Funds Available	\$102,100	\$69,608	\$97,671	\$269,379
Personnel Costs	\$57,242	\$38,718	\$45,890	\$141,850
Operating Expenses	38,648	29,085	41,517	109,250
Capital Outlay	1,731	1,186	1,731	4,648
Total Funds Disbursed	\$97,621	\$68,989	\$89,138	\$255,748
Ending Free Fund Balance/Reversion	\$4,479	\$619	\$8,533	\$13,631

OTHER ISSUES. We discussed other, less important issues which, if changed, would improve internal control, ensure compliance, or improve efficiency.

This report is intended solely for the information and use of the Idaho Commission for Hispanic Affairs and the Idaho Legislature and is not intended to be, and should not be, used by anyone other than these specified parties.

We appreciate the cooperation and assistance given to us by the executive director, Margie Gonzales, and her staff.

QUESTIONS CONCERNING THIS DOCUMENT SHOULD BE DIRECTED TO:

Ray Ineck, CGFM, Supervisor, Legislative Audits

Eugene Sparks, CPA, CGFM, Managing Auditor

Report IC44104

For a copy of the entire audit report , contact Legislative Services Office, Audit Division, State Capitol Building, 700 W. Jefferson Street, P.O. Box 83720, Boise, Idaho 83720-0054, or call 208-334-3540.